

of these living allowances on the same basis as other training costs.

## TYPES OF TRAINING

Courses may be offered to provide training in specific occupations in commercial, service, trade, technical and other fields. Such training may be given in training institutions or on the job.

More general courses may also be offered to provide basic training for skill development. These may include mathematics, science and communication skills.

## CAN INDUSTRY ASSIST?

The establishment of an effective and successful program to train those presently unemployed requires the complete support and participation of management, organized labour, governments and other organizations as well as individual Canadians. Everyone has a responsibility.

Both management and labour groups can play important roles in this nationwide program. For instance they can select capable and active representatives for advisory committees established at local and provincial levels.

Employers can assist by continually examining their changing occupational needs and by helping provincial and federal officials develop appropriate training courses.

Additional ways in which labour groups can assist include helping to develop training courses, emphasizing the importance of training, and encouraging unemployed workers to participate in available courses.

## DOES TRAINING BENEFIT A COMMUNITY?

Aside from the personal effects which upgrading the skills of the unemployed have on an unemployed man and his family, this program can result in many direct and indirect benefits for a community. Some of these include:

- A better-trained work force to meet immediate needs and to fill requirements of new or developing industries
- Reduction in welfare costs
- Increased purchasing power because of increased employment
- Increase in local business

## INQUIRIES

Further information may be obtained from local offices of the National Employment Service, provincial Department of Labour fieldmen, or from the Directors of Vocational Education and other officials listed below:

### Newfoundland:

Director of Vocational Education,  
Department of Education,  
ST. JOHN'S, Nfld.

### Prince Edward Island:

Deputy Minister of Education,  
CHARLOTTETOWN, P.E.I.

### Nova Scotia:

Director of Vocational Education,  
Department of Education,  
HALIFAX, N.S.

### New Brunswick:

Director of Vocational Education,  
Department of Education,  
FREDERICTON, N.B.

### Quebec:

Director of Youth Aid Services,  
Department of Youth,  
QUEBEC CITY, P.Q.

### Ontario:

Assistant Superintendent of Secondary Education,  
Department of Education,  
TORONTO 2, Ont.

### Manitoba:

Director of Vocational Education,  
Department of Education,  
WINNIPEG 1, Man.

### Saskatchewan:

Director of Vocational Education,  
Department of Education,  
REGINA, Sask.

### Alberta:

Director of Vocational Education,  
Department of Education,  
EDMONTON, Alta.

### British Columbia:

Director of Technical and Vocational Education,  
Department of Education,  
VICTORIA, B.C.

### Yukon Territory:

The Commissioner,  
Yukon Territory,  
WHITEHORSE, Y.T.

### Northwest Territories:

Administrator of the Mackenzie,  
Department of Northern Affairs and National Resources,  
FORT SMITH, N.W.T.

Administrator of the Arctic,  
Department of Northern Affairs and National Resources,  
OTTAWA, Ont.

## ISSUED BY:

DEPT. OF LABOUR, CANADA

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MINISTER

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DEPUTY MINISTER



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Canadian Department of Labour  
National Employment Service

Provincial Departments of Education, Youth and Labour

# FEDERAL-PROVINCIAL TRAINING PROGRAM FOR UNEMPLOYED PERSONS

**A**s part of a nationwide plan to offer new training opportunities to Canadians, the federal and provincial governments have embarked on a comprehensive program to train and re-train unemployed workers.

Under the program, the Federal Department of Labour contributes 75 per cent of provincial operating costs provided a minimum number of training days is reached in the province concerned. Otherwise the federal share is 50 per cent. The Federal Government will contribute towards any form of training which a province may decide is appropriate or useful for improving an unemployed worker's chance of obtaining employment.

## WHO OPERATES THE PROGRAM?

The responsibility for establishing courses for the unemployed rests with the provinces. The provincial departments of education, or youth, in cooperation with the departments of labour and other agencies, are usually in charge of the programs.

A federal-provincial committee is being established in each province to advise and assist training officials in this and other training programs. Membership on this Committee will include representatives of employers, organized labour, provincial departments directly interested and the National Employment Service.

## HOW CAN MUNICIPALITIES AND OTHER GROUPS HELP?

Local committees, similar to the provincial bodies, may be established by municipalities or other groups to stimulate local training programs and to act in an advisory capacity. These committees may submit recommendations to the provincial authorities concerned. In some cases, municipalities have appointed special groups to determine local training requirements, and, with provincial assistance, these efforts have resulted in training programs for the unemployed.

The federal government, the provincial government, a particular municipality, or even some interested group within a municipality, may suggest that a training program is needed.

## LOCAL ADVICE AND ASSISTANCE

Officers of the local National Employment Service are generally familiar with the requirements for trained workers in the area, and can advise municipalities, individuals and others interested on training opportunities and needs.

## WHO IS ELIGIBLE FOR TRAINING?

Any male or female, 16 years of age or over and registered for employment with the National Employment Service, is eligible for these courses. They may be persons who have no particular skill and wish to better themselves. No minimum level of schooling is required although prerequisites are needed in some training courses. They may be persons whose skills are no longer required because of changes in industry. They may require refresher courses or need to be brought up to date on new methods in their trade. They may wish to enter entirely new lines of work.

Those who work in seasonal jobs or industries in which layoffs are frequent or of long duration, may wish to learn a new occupation to fill the gap. They may want to learn more about the occupation they have been following, thus making them more valuable to an industry and perhaps preventing a future layoff.

These possibilities exist in a well-planned training program for the unemployed.

## HOW LONG ARE THE COURSES?

The normal length of full-time courses is six months. Courses may be shorter in the case of a refresher course or for some types of training such as machine operation. For some occupations, courses may last for as long as one year.

The types and lengths of courses are usually determined by immediate or anticipated needs for different types of trained workers in the community in which the training is being given. Training may be given in occupations even when opportunities for immediate employment are not apparent.

Courses may be given at regular provincial

trade schools or institutes, or private schools when necessary. Special classes may be set up to meet a specific need.

Although full-time classes are recommended, part-time instruction may in some instances be given.

## SELECTION OF TRAINEES

When a province establishes courses for the unemployed, provincial authorities notify the National Employment Service office in the area in which the classes are being held, specifying entrance requirements for the courses. Persons interested in training should ordinarily, therefore, consult their local National Employment Service office which has up-to-date information on available training programs and facilities.

The selection of trainees for any course is made by representatives of the province operating the training program and the National Employment Service on the basis of interest, ability and suitability. All applicants must be registered with the National Employment Service office.

## ANY COST TO THE UNEMPLOYED WORKER?

There are no fees charged for those accepted for training in courses established by the province.

Should an unemployed worker be entitled to receive unemployment insurance benefits, he may continue to receive these benefits while being trained in a course provided he has been directed to this course by the Unemployment Insurance Commission.

In other words, an unemployed person does not lose his or her benefits by refusing employment in favour of training, or by turning down a job while in training. These regulations give the unemployed man or woman an opportunity to complete their training courses without penalty.

Training allowances may be paid to those unemployed persons taking training not in receipt of unemployment insurance benefits. Allowances may also be paid as a supplement to unemployment insurance benefit up to specified maximum amounts. These training allowances may vary depending on whether the person is married or single and also whether or not he is able to live at home while receiving the training. The federal government shares with the province the cost